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# **NAVAL ACQUISITION INTERN PROGRAM**

## **CAREER DEVELOPMENT**

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Naval Acquisition Career Center

*Developing Tomorrow's Acquisition Workforce Leaders --*



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# TOPICS

- DEFINITIONS
  - MASTER DEVELOPMENT PLAN (MDP)
  - INDIVIDUAL DEVELOPMENT PLAN (IDP)
- MDP CONTENTS
  - COMPETENCIES
  - ORIENTATIONS
  - ROTATIONAL ASSIGNMENTS
  - SENIOR PROJECT
  - FORMAL TRAINING
  - EDUCATION



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# **MASTER DEVELOPMENT PLAN INDIVIDUAL DEVELOPMENT PLAN**

- MDP- Provides the career field competencies that must be learned during the internship to be successful at the journeymen level. It is developed and maintained by the appropriate don functional board and provides the specifics as to:
  - Competencies
  - Orientations
  - Rotational assignments
  - Senior project
  - Formal training
  - Education
- IDP- Document prepared by the career field manager and intern, tailored to address the how, where, & when the MDP requirements will be met.

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# COMPETENCIES

- Skills and knowledge that must be acquired by your graduation date.
- Unique to each career field.
- Commands may add command-specific requirements.
- States minimum proficiency level to be attained:
  - I = understand/aware of impact
  - II = perform w/assistance
  - III = perform w/o assistance
- Commands may increase level.
- Timeframes:
  - Certification Level I - GS-7 (1st yr interns)
  - Certification Level II - GS- 9/11 (2nd & 3rd yr inters)



# COMPETENCIES (cont'd)

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- How to acquire:
  - On-the-job training at host activity/command
  - DAW courses
  - Rotational assignments
  - Senior project
  - Combinations of above or all



# ORIENTATION

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- DON Acquisition intern orientation training
  - Intern Orientation Session (during first two months)
  - Intern Training Conference (once during 1<sup>st</sup> or 2<sup>nd</sup> year)
- Annual security briefing
- New employee orientation
- Standards of conduct
- Annual prevention of sexual harassment training (POSH)



# ROTATIONAL ASSIGNMENTS

- Definition: a temporary planned assignment, designed in accordance with MDP guidance, to a different supervisor and/or job for a specific period of time.
- Minimum of 2 required by MDP and funded by NCAWPD.
- Should be challenging, comprehensive, hands-on experience - learning by doing directly related to proficiency in competencies.
- Be in local commuting area and within DoN.
- NTE 90 days in duration, see MDP for specific guidance.
- Complete rotation plan page in IDP with travel request (if any travel is required), submit to NCAWPD 60 days in advance.
- All parties should know objectives and competencies to be learned.



# CHARACTERISTICS OF A SUCCESSFUL ROTATIONAL ASSIGNMENT

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- Perform meaningful tasks, not just observing.
- Competencies to be obtained during assignment are known and agreed to in advance by all parties.
- Observe senior staff meetings/meet senior staff.
- Feedback is given.
- Assignment supervisor is readily available.
- Facilities ready upon arrival.





# SENIOR PROJECT

- Purpose: to provide a hands-on training assignment that is broader in scope than those completed in the first two years of training and to provide a “big picture” perspective of the business aspects of naval acquisition.
- Topic is developed by intern and host activity, complete project outline in IDP, submit beginning of last year in program.
- Approved IAW MDP.
- Optional with some career fields.
- A vehicle to learn and demonstrate abilities.



# FORMAL TRAINING

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- DAWIA/ DAU Training:
  - Review certification requirements and apply for training at:
    - <https://www.atrrs.army.mil/channels/registernow/rnswidth.asp>
- Management related courses, one NACC funded.
- PC related, funded by host command
- Technical courses IAW MDP



# EDUCATION

- Identify how your education meets current and future requirements:
  - Document degree (s).
  - Show how it meets Level II & III certification requirements and desired education.
  - Identify what applies to meeting your future acquisition professional community (APC) mandatory education.
- Based on the above, complete your education plan in IDP:
  - Plan entire 3 years, can be amended
  - See handout titled “DoN MDP Requirements” - Graduate Study



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# EDUCATION (cont'd)

- College tuition funded under Acquisition Workforce Tuition Assistance Program (AWTAP).
- AWTAP is a centralized, Navy-wide tuition assistance program managed by the NACC.
- Create multi-year plan in Register-Now – Tuition Assistance.
- Must have approved IDP and meet DoN - AWF certification requirements.
- Endorsed by NACC Career Manager (identified as “Supervisor”).
- Approved by AWTAP Registrar.